Quality Assurance. **From farm to shop.**

Database Instructions
Master Data
Feed Sector

QS. Quality
scheme for food.

List of Contents

Explanation of symbols/buttons in the database

New

Update

Edit

Save

Close

Delete

Note: *Please note that you should not use your browser's "Back" button and that you should not click on any button until the page has been fully loaded. Your browser shows you the loading status of an internet page.*

Note: *If you need a placeholder (e.g. when filtering names, location numbers etc.), please enter the percent symbol (%).*
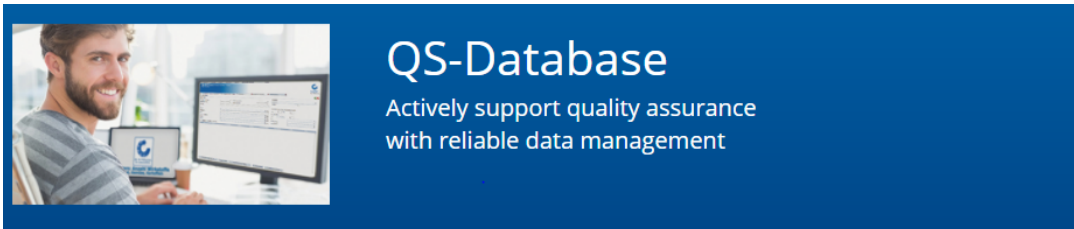
Quality Assurance. **From farm to shop.**

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1 Logging in to the Database

http://www.qs-plattform.de/

QS-Database
Actively support quality assurance with reliable data management

Database log-in

New to QS
> Initial registration

Login

User name

Password

> Login

New password

Forgot password

User-ID Password

Check eligibility of delivery

> Scheme Participant Search

■ Enter User ID
■ Enter password
■ Click > Login

1.1 Have you **forgotten your password?**

■ Click New password
■ Enter User ID

A new password will be sent to you per e-mail to the address of the legal representative of the scheme participant.

1.2 Change password

For security reasons, you should change your allocated password immediately on receipt and regularly thereafter.

Master Data|Feed Monitoring|Change password|Log out

■ Click change password

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Change password	✖

Change password

User-ID	Claudia.Rademacher		OK
Old password			
New password			Cancel
Retype password			
Retry	0		

Enter old password

Enter new password

Enter new password again

OK

■ Enter old password
■ Enter new password and repeat

2 Master Data

Master Data Menu

Master Data

Note: If you are a **small-scale producer of feed materials** or a **mobile feed milling and mixing plant operator,** your master data is maintained by your responsible certification body or via a scheme coordinator.

Master Data|Feed Monitoring|Change password|Log o
Scheme participants
Locations
Corrective actions
Suppliers
Recipient

Functionalities Menu Master Data

2.1 Menu item Scheme Participants

Scheme Participant

Scheme Participant

■ Current business address of the scheme participant
■ Changes must be authorised by QS
■ Please enter all data **completely and correctly** as they are used for official documents and certificates

Scheme participant	Contact person	Identification number

Name (*)	Krämer		
QS-ID	4031735102383		
Street (*)	Schedestraße 112		
Postal Code (*)	53175	City (*)	Bonn
Post-office box		Country (*)	Deutschland
Post-office box postal code		Federal state (*)	Nordrhein-Westfalen
Business volume in euro (*)	5,00		
URL			
Location Plan			

Master Data Feed Sector

Contact Person

The scheme participant's contact persons (users) are displayed and administered here.

| Scheme participant | Contact person | Identification number |

O Users

	First name ▲	Last name	Type of contact
📝 🗑		degdg	Probenehmer
📝 🗑		Frühling	Probenehmer
📝 🗑		ggggggg	Probenehmer

**Contact person/
user**

🟦 Edit 📝

🟦 Delete 🗑

Create new user

🟦 Click on ➕

| User | Allocate user to location |

Title (*)	Mr. ▼	Title
First name		
Last name (*)		
Type of contact (*)	Contact person of scheme participant ▼	

Communication access user		Contact entry
	Phone office 1	
	Phone office 2	
	Mobil	
	Fax	
	E-Mail	
	E-Mail 2	
	E-Mail 3	

| Profession | - ▼ |
| Language | Deutsch ▼ |

Create new user

**Contact person
without database
access:**
🔹 Contact person
🔹 Deputy
🔹 Crisis manager

**Legal
representative** has
access to all database
functions

Feed administrator
has access to all feed
monitoring functions

🟦 Click 🔽 to select type of contact person

🟦 Enter the user's contact data **completely and correctly**

🟦 ✔ to save

🟦 ❌ to close

Identification number tabs

Internal numbers for the location can be entered here (optional).

**Identification
number**

2.2 Menu item Locations

2.2.1 Overview of locations

■ Before clicking ![icon] restrict search if necessary with filter options,

e.g. Production Scope(s)

■ Click on ![icon] and a list view appears with all entered locations

2.2.2 Export data

You can export and further process data in Excel format.

■ To export all location data, you do **not** have to click on ![icon] first.
■ Before you click on [Export] [Export inkl. Zusatzinfos]

restrict search if necessary with filter options

Note: After clicking ![icon] the *displayed* data can also be exported as csv in addition to the Excel export

■ ![icon] exports the displayed data (as a csv file)

2.2.3 Detailed view of the location

- Cl 📝 and the selected location opens with the related details

Process cert.system / Log off location

Change cert. body

Recognition in external systems

Participation QM Milk

Location

- The scheme participant's location data are displayed and administered here.

Identification number

- Internal numbers for the location can be entered here (optional).

Audit reports

- The audit reports for the location can be viewed here.

Users

- The users of the location are displayed and viewed here:
- Crisis manager
- Contact person/deputy contact person at the location

Files

- Files can be uploaded here (JPG, TIFF, PNG, BMP and PDF files).

Process Certsystem button

- You can change the location's certification system here.

Deregister location / Register location button

- You can deregister and reregister the location here

2.2.4 Change certification body

- Click on the file symbol ☐ next to the certification body field
- Select the certification body from the list with ⟫

2.2.5 Recognition in external systems

- You can record your recognition wishes in external systems in the Feed Sector stage here. Select desired standard owner(s) and save.

2.2.6 Participation in QM Milk

- You can confirm your participation in QM Milk here

2.2.7 Creat new location

- Click on ➕

Name (*)	
Location number	
Street (*)	
Postal Code (*)	City (*)
Post-office box	Country (*) Deutschland
Post-office box postal code	Federal state (*) -
	○ unannounced reg. audits ● add. unannounced spotaudits
URL	
Location Plan	
Production scope (*)	(70) additive and premix production
Cerfication body (*)	-

Recognition of QS-audit by third-party system is requested

	Recognition request	certified
AIC	☐	
GMP+ Int.	☐	
Ovocom/Bemefa	☐	

- Please enter location data **completely** and **correctly**
- Please leave the **location number** blank

2.2.8 Add another production scope to a registered location

- Click on ➕

- Enter the **location number** of the location to which a production scope is to be added (name and address do not have to be entered).
- Select **production scope**

- Click on [Weiter >] All other data are completed automatically.

Name (*)	
Location number	F0000067 ✕
Street (*)	
Postal Code (*)	City (*)
Post-office box	Country (*) Deutschland
Post-office box postal code	Federal state (*) -
	○ unannounced reg. audits ● add. unannounced spotaudits
URL	
Location Plan	
Production scope (*)	(70) additive and premix production
Cerfication body (*)	-

Enter location number

Select production scope

Recognition of QS-audit by third-party system is requested

	Recognition request	certified
AIC	☐	
GMP+ Int.	☐	
Ovocom/Bemefa	☐	

2.2.9 Change of Certification Scheme

Note: *If there is an extension of certification or an open K.O. for a location, the caritification system cannot be changed.*

**Change of
certification
scheme**

■ Click on "Edit certification scheme"

Change from QS to an recognitioned standard

**Change to
recognitioned
standard**

Certification scheme	QS

■ Click 📁
■ Select certification scheme ≫

**Select certification
scheme with ≫**

Certification schemes

≫	AIC
≫	AMA
≫	GMP+ Int.
≫	Ovocom/BFA
≫	QS
≫	Qualimat

■ If necessary add certification term or identification number

**Add certification
term and/ or
identification
number**

Certification scheme	GMP+ Int.
Identification number	

Product range

Product	Select
Preservatives, 11.1	☐
Silage additives, 11.10	☐
Denaturants, 11.11	☐
Other technological additives, 11.12	☐
Antioxidants, 11.2	☐

**select producing
assortment with ☑**

Save with ✔

■ If necessary select product range with ☑
■ Save with

- In the location data, the new certification scheme appears as **"temporarily certification body"**

Note: The scheme owner now gains access to the location and is given eight weeks to enter the certification term. The location retains its eligibility of delivery in this time (unless the eligibility of delivery runs out before). If no certification term is entered within the eight weeks, everything resetted to the status before.

Change from an recognitioned standard to QS
- Click

- Select QS as certification scheme

- Select certification body

- Speichern mit ✔
- In the location data, the new certification scheme appears as **"temporarily certification body"**

Note: The QS certification body now gains access to the location and is given eight weeks to enter the certification term. The location retains its eligibility of delivery in this time (unless the eligibility of delivery runs out before). If no certification term is entered within the eight weeks, everything resetted to the status before.

Change to QS

Select QS as Cert.scheme

Select certification body

2.2.10 Create feed for which one is Gate Keeper

◼ In the detail view of the location, click on the tab gate keeper

| Location | Audit reports | Identification number | Users | Gate-Keeper | Files |

Information on the feed for which one is a gatekeeper

Feed materials	Supplier	Product / trade name

New

Gate-Keeper

◼ Click on the button „new" and a new view opens

Information on the feed for which one is a gatekeeper.

Name of feed (*)	-
Supplier (*)	
Product / trade name	
Country of origin (*)	- ▼
Approved from (*)	▼
Approved until	▼

◼ Click on 🗁 to select feed; a new view opens

Click button "new"

Click on 🗁 to go to feed search

Locations > Location > Information on the feed for which one is a gatekeeper. > Select Feed materials

Search criteria

Name	
Code number	

Feed materials

Name

◼ Here you can search the feed with its name or code number
◼ After entering one of the both search criteria, click up right on 🔃 to update

Enter name or code number of the searched feed

Update with click on 🔃

Number of selected Records: 1

Search criteria

Name	spelt
Code number	

Feed materials

Name
▷ Spelt

■ Select the feed with a click on ≫

Information on the feed for which one is a gatekeeper.	
Name of feed (*)	Dinkel, 1.01.01
Supplier (*)	
Product / trade name	
Country of origin (*)	- ▼
Approved from (*)	▼
Approved until	▼

Select the searched feed with ≫

■ Now enter the supplier, the country of origin and the point of time (approved from) from which on you are gate-keeper for the feed. The information on „product/ trade name" and „approved until" are optional.

Entry of remaining data

■ Save with ✔

Save with ✔

Note: The date in the field "approved until" presents the end of procurement (date of last delivery oder end of contract) of the feed. This field can remain empty as long as the delivery is continued. If the end of procurement is fixed, you can enter the according date subsequently.

2.3 Menu Item Corrective Actions

This will give you an overview of all corrective actions.

■ Click 🔄 and a list view will appear with all corrective actions, **pre-filtered for audits from 01.01.2013**
■ Remove date to display corrective actions of older audits
■ You can export and further process data in Excel format

■ Click on ⬛ Export to export the file (Excel file)

Search criteria				Status	
Term to be searched		**01.01.2013**		-	
Location number				Open or begun	
Name of location				Open	
QS-ID				Begun	
Audit date from from	01.01.2013 ▼	Audit date from to	▼	Corrected	
Adjustment term from	▼	Adjustment term to	▼	Not corrected	
Nonconformity corrected on from	▼	Nonconformity corrected on to	▼	Uninspectedly done	

Status of corrective actions

Corrective actions

Filter options

Nonconformities										
Number	requirement	Answer	Auditdatum	Auditart	Adjustment term	Status	on (date)	Production scope	Location number	Name	Certification body
2.1.2	Official registration and authorisation	D	01.03.2013	regular audit	20.04.2013	Corrected	13.03.2013	72	F00005028	Neuer Standort	QS Qualität und Sicherheit GmbH

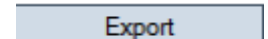## 2.4 Menu Item Suppliers

~ Recipients

In the "Master Data" menu under menu items "Suppliers" and "Recipients", you have the option of entering your recipients/suppliers individually in order to check the status of their eligibility to deliver into the QS scheme.

⬛ Export

Export data

2.4.1 Add suppliers/recipients

■ Click on

Enter one or more **complete location numbers or QS IDs** to search for suppliers/ recipients.The entry of production scopes is optional.

Add suppliers/ recipients

Enter location number or QS-ID

■ Click on

Locations

☑	Location number	Name	
☐	F00001353	Claudia Brill	
☐	F00001353	Claudia Brill	
☐	F00001353	Claudia Brill	

■ Select recipient/supplier(s) with

■ Save with

2.4.2 Display current status of eligibility of delivery

■ Click on and a list of your recipients and suppliers is displayed with the current status of their eligibility of delivery.

Notes: The database checks the status of eligibility of delivery of these locations for you automatically overnight. If there are any changes, you are notified automatically per e-mail (e-mail to the address kept with the legal representative).

2.4.3 Enter several locations simultaneously into the recipient/supplier lists: csv upload

You can **include several locations simultaneously in the recipient and supplier lists** via csv upload.

■ Create an Excel file with the following headings (in German)
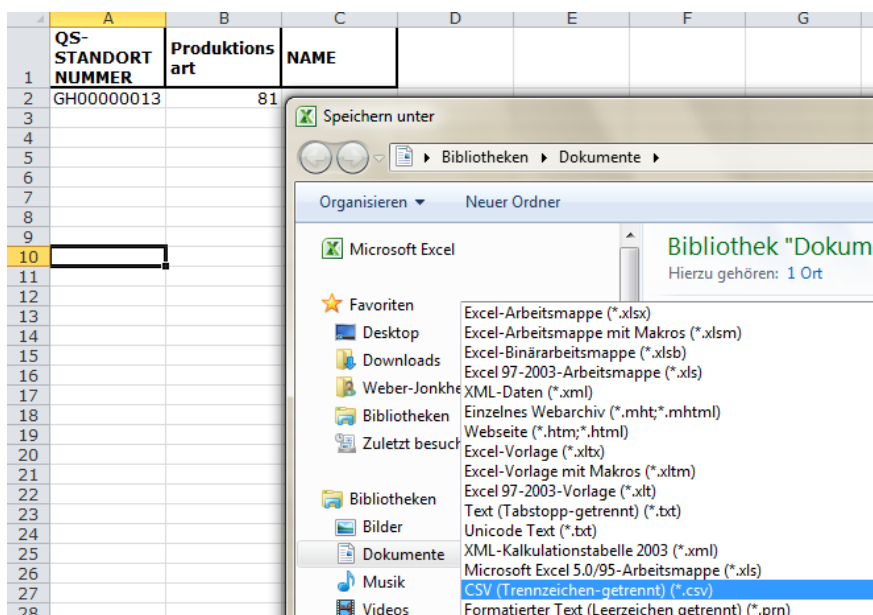
QS-STANDORTNUMMER	Produktionsart	NAME
	(optional)	*optional*

■ Enter location number (and production scope if necessary). The entry of the location name is optional.

- Save as a csv file:

- Click on "Upload" in the menu item Recipient or Supplier

Abnehmer > Upload

Upload   Datei   Durchsuchen...
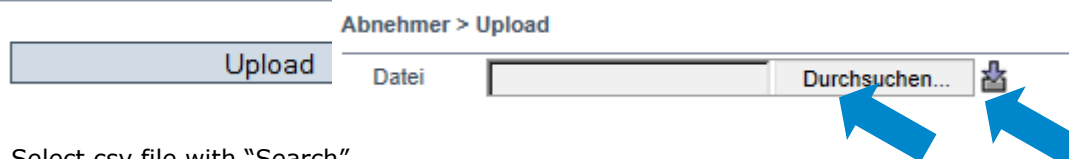
- Select csv file with "Search"
- Upload with
- Save with

2.4.4 Delete recipients/suppliers from your list

- Select recipient/supplier(s) with ☑
- Delete with 🗑

| ☐ | F00001353 | compound feed production | | Claudia Brill | 53113 | |
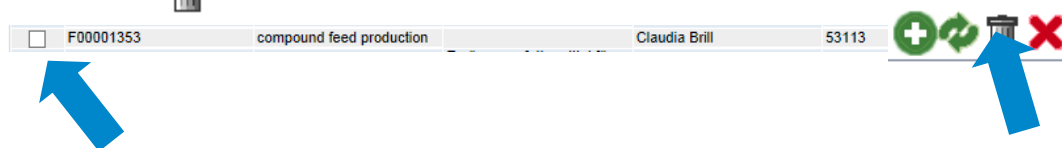
3 Messages

In concrete hazard situations, e.g. during a crisis, suspended scheme participants can be displayed to you immediately after logging into the QS database under the menu item "Master data/messages". The information is displayed internally within the system by QS.

Side margin notes:

Status of eligibility to deliver

Update with

Enter several recipients/ suppliers at once

csv upload

Create an Excel file

Save as a csv file

Search

Upload

Save

Delete recipient/ supplier

☑

🗑

Messages

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Database Instructions
Master Data Feed Sector

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